AGPS REQUISITIONS

Pre-Encumbrance

Requisition pre-encumbrance is made available to help management keep abreast of future obligations. The user can increase, decrease or cancel a pre-encumbrance, depending on the activity occurring in AGPS (i.e., adding a line to a requisition, canceling a line, adjusting an extended amount, or canceling the requisition). The pre-encumbrance will be done on-line (real time). Results from AFS, including reasons for rejections, are immediately viewable on-line. When a **FINAL** award is encumbered, the pre-encumbrance will be closed and an encumbrance will be established. The following steps describe the requisition pre-encumbrance and cancellation processes.

Successful Pre-Encumbrance

Two options for processing pre-encumbrance of requisitions to accounting are as follows:

> **Option 1 -** Pre-encumbrance **BEFORE APPROVALS** (status codes 135/733/136):
> To process pre-encumbrance before approvals, change the status code on RQS4 from 105 to 135. While the document is passing through the interface cycle, the status is at 733. Most of the time this status will not appear on your screen because the interface occurs so quickly. Should this status appear on your screen, it may be that your AGPS session is in the "pause" mode. To verify this, press the F3 key or type END in the function line and press enter. Then attempt to change the status code of the requisition to 135 again. Once the interface cycle is completed successfully, the status will change to 136.

> **Option 2 -** Pre-encumbrance **AFTER APPROVALS** (status codes 150/733/200):
> To process pre-encumbrance after approvals, change the status code on RQS4 from 149 to 150. Should status code 733 appear on your screen (as explained in option 1 above), it may be that your AGPS session is in the "pause" mode. To verify this, press the F3 key or type END in the function line and press enter. Then attempt to change the status code of the requisition to 150 again. Once the interface cycle is completed successfully, the status will change to 200.

Failed Pre-Encumbrance

If the pre-encumbrance fails, the status code on RQS4 will return at 152. The following steps may be used to correct the failure:

1. Change the status code on RQS4 to 105.
2. Inquire on your RACG record(s) and review the reason codes returned from AFS for the failed pre-encumbrance. **Note: If four reason codes appear on your RACG screen, there could be additional reasons for failure. If errors listed are corrected and pre-encumbrance fails again, check for additional reasons.**
3. Change the status code on RACG from '4' to '1' and press enter (Note: The reason code errors will disappear). If applicable, correct the appropriate fields on the RACG screen.
4. Change the status code on RQS4 to process approvals and resend the pre-encumbrance (status 135 or 150) to accounting.

Successfully Changing Pre-Encumbrance

If corrections need to be made to increase or decrease the pre-encumbrance of a requisition, it can be done by adding a change on RACG. The following steps can be used as a guide:
1. Lower the status of RQS4 to 105.
2. Make the necessary adjustments to the commodity lines on RLI2.
3. Type clear in the function field on RACG (it will default to ADD).
4. ADD the requisition number, the account distribution number to be changed, and the change number (if it is the first change - type '01', second change - type '02', etc.); tab to action code and type 'I' for an increase of funds or 'R' for a reduction of funds; tab to the amount field and type in the amount to be added or subtracted to make the adjustment; then press enter.
5. Change the status of the RACG change from '0' to '1' and press enter.
6. Return to RQS4 and change the status to pre-encumber the change (status 135 or 150).

Successfully Canceling Pre-Encumbrance

If a decision is made to cancel the requisition and the pre-encumbrance needs to be canceled, one of the following options may be used IF NO PARTIAL AWARDS WERE MADE:

Option 1 - At The Purchasing Agency (status 200 or above)
The pre-encumbrance can be **canceled by the purchasing agency** by using status 226 on RQS2. The status will return at 198 if the pre-encumbrance cancellation is successful (the status of the RACG's will also change from '3' to '9')..

Option 2 - By The Requisitioning Agency
The requisition pre-encumbrance is to be **canceled by the requisitioning agency**, the status RQS4 must first be lowered to 105. Then set the status to 197. The status will return at 198 if the pre-encumbrance cancellation is successful (the status of the RACG's will also change from '3' to '9').

Failed Cancellation of Pre-Encumbrance

If the attempt to cancel the pre-encumbrance fails, the status code on RQS4 will return at 194. Review the reasons returned from AFS on the RACG. Contact your agency accounting section for further direction. Once the problems are resolved, reset the status code to 197.

Special Pre-Encumbrance Tips

1. If a requisition is disapproved after pre-encumbrance, the **disapproval does not cancel the pre-encumbrance.** Remember to cancel any pre-encumbrances if a requisition is not going to be used.
2. If status 197/198 is used to cancel the RACG(s) with the intention of creating new RACG(s), the cancellation, creation of new RACG(s) and pre-encumbrance **should all be completed in the same day**. Otherwise, inability to pre-encumber and continue processing of the requisition could occur.
3. Requisitions entered for next fiscal year and that are **processed past the pre-encumbrance status prior to the beginning of that fiscal year, are not actually pre-encumbered** in AFS (NO OPRQ/OPRL RECORDS EXIST). Management should take this into consideration when using pre-encumbrances as a planning tool.

AFS Pre-Encumbrance Screens

Users who have access to AFS may view or verify the pre-encumbrance information established in AFS on the OPRQ and/or OPRL screens by using the steps outlined below:

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPRQ' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the REQ AGCY field and type in your three digit agency number (first three digits of the requisitioning agency number on the requisition). Then type the requisition number in the REQ NO field and press enter. If the pre-encumbrance was successful, header information about your requisition pre-encumbrance will appear.
4. From the OPRQ Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPRL screen. To view additional lines, press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

Common Interface Error Messages

A472E   PS OBJECT ON PO OR RQ
> The object coded on the transaction is a personal services object, (according to the Object Table) and is not valid on Pos or requisitions. Correct the object code and resubmit.

A493E   INCREASE > UNOBLIG APPR
> The line amount exceeds the budgeted authority amount for the appropriation. Correct the line amount of the accounting distribution and resubmit the transaction.

HFR9E   FED AID BUDGET HAS BEEN CLOSED
> The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

429LE   ACCTG PERIOD MUST BE 13
> The current document's Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information.

C100E   INVALID FUND FOR BUD FY
C120E   INVALID FUND/AGENCY FOR BFY
C122E   BAD FUND/AGENCY FOR ACCT FY
C152E   INVALID OBJECT
HP04E   INVALID PROJECT